

DEBUNKING SOME UCJIS URBAN LEGENDS!

UCJIS LEGEND #1: Agencies are charged for every UCJIS transaction ran.

False! There is no fee for accessing the UCJIS files through the internet. Your agency can run thousands of UCJIS transactions and not be charged a cent.

UCJIS LEGEND #2: Agencies will get in trouble for running "too many" transactions.

False! In fact, both BCI and the FBI encourage agencies to run as many UCJIS transactions as needed – provided that the transactions are being ran for *valid law enforcement purposes*. (Which are criminal justice investigation and criminal justice employment.)

There are literally hundreds of UCJIS files available to some agencies, and these files may contain valuable investigative information. Please don't let a crime go unsolved because you were afraid to "run a lot of UCJIS transactions."

Agencies that do NCIC or Statewide Warrant entries are encouraged to access as many available UCJIS transactions as needed to gather identifying information about the wanted/missing person. As part of our auditing process, BCI checks to make sure you are entering as much information as can be found on UCJIS.

Remember to use a specific "auditing purpose" when running UCJIS transactions so you can remember why you ran the transaction.

But no curiosity checks! Ever!

UCJIS LEGEND #3: Driver license photos on UCJIS are only available to a few users.

False! Any user that accesses Utah driver's license transactions can also access driver license photos. If you don't know how to access the photos, please contact your TAC.

(TACs – please make sure that all your users that access DQ also have access to DLP and XDQ)

UCJIS LEGEND #4: Photos from UCJIS can't be used for NCIC entries.

False! Any photo taken from a UCJIS transaction (Driver License, Jail Connect, OTRK, etc.) can be saved on your PC and attached to an NCIC wanted or missing person entry. In fact, we encourage you to please use these photos for these purposes!

(And there is no proof that a UCJIS user with a beehive hairdo was killed by the black widows living inside her hair!)

ACCESS TO DRIVER LICENSE FAX SERVER

EFFECTIVE JANUARY 1, 2006, the driver license fax server will no longer be available. Digitized driver license photos are available through the UCJIS system. Agencies can call BCI's 24-Hour Help Desk at 801-965-4446 for further information.

Agencies, other than law enforcement, can contact Chuck Collett for access information: He can be reached at:

UTAH BUREAU OF CRIMINAL IDENTIFICATION
PHONE (801) 965-4409 - FAX (801) 965-4749

Please contact BCI's Help Desk or Chuck Collett as soon as possible prior to the effective date. Access must be approved through the Bureau of Criminal Identification, not the Driver License Division.

If the individual's driver license photo is not available through the web, you may contact the Driver License Division. As of September 2005, approximately 52 percent of current driver license holders had a digitized license. However, some drivers will still have the "old" non-digitized licenses until 2011. (Several drivers can still receive the renewal-by-mail stickers to place on the back of their licenses.)

TO PRINT OR NOT TO PRINT?

Many agencies are confused as to when to send in fingerprints for operators and when not to send in prints. The following guidelines should provide answers for most situations.

Non-POST Certified New UCJIS Operator: Run a background check on the operator (UCCH, III, SWW, and NCIC QW.) Regardless of the outcome of the background check, mail in one applicant card along with the "Background Check Request" form.

POST Certified New UCJIS Operator: Run a background check on the operator (UCCH, III, SWW, and NCIC QW.) If the operator has no record, do not send in prints. (You will still need to mail in the "Background Check Request" form.) If you get a "hit" on the POST certified officer's name, you will need to mail in an applicant card.

Non-POST Certified Incumbent UCJIS Operator: upon the bi-annual re-certification, run a background check on the operator (UCCH, III, SWW, and NCIC QW.) If there is no record, do not mail in fingerprints. If there is a "hit," mail in one applicant card, along with the "Background Check Request" form.

POST Certified Incumbent UCJIS Operator: upon the bi-annual re-certification, run a background check on the operator (UCCH, III, SWW, and NCIC QW.) If there is no record, do not mail in fingerprints. If there is a "hit," mail in one applicant card, along with the "Background Check Request" form.

Non UCJIS users: Individuals who will have *unescorted* access to secure areas of your office must have a background check ran (UCCH, III, SWW, and NCIC QW.) Also, mail in one applicant fingerprint card. Indicate "Unsupervised Support Personnel" on the "Background Check Request" form.

BCI NEWSLETTER

TACs – Is the Newsletter being made available to everyone in your agency?

Please make sure that all operators have access to the Newsletter. Even those in your agency who don't have direct UCJIS access will benefit from many of the articles in the Newsletter.

DELETING USERS

When an operator leaves your agency, please make sure to send in a Logon Activation/Deletion Form to BCI and ask us to "delete" the user.

This not only frees up space in BCI's system, but also reduces the chances of UCJIS misuse with the former employee's logon ID.

FINGERPRINT DEADLINE!

Don't forget that **ALL** agencies with any UCJIS access must submit fingerprints for all non-POST certified operators by December 31, 2005. (POST certified operators with criminal histories must also submit fingerprints.)

Also, each agency must submit a list of its POST certified officers to BCI before December 31. These lists can be e-mailed to jeffmiller@utah.gov.

To find out what information BCI has received on your operators, TACs can run the "REPT" transaction. If the information in the "Background Status" and "Criminal Record" fields is blank, we have no record of ever having received the user's information.

ORI VALIDATION

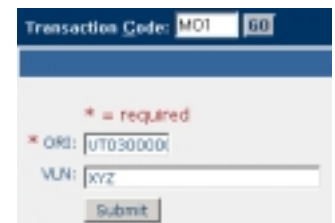
TACs – Validated your ORI lately?

Please check the information for your ORI on the Q0 and the TQ transactions.

If the information on the Q0 transaction is incorrect, you can update it with the MO transaction. Also, make sure you enter your logon or initials in the "VLN" field. This tells NCIC that someone from your agency has validated the information.

If the information on Q0 is accurate, you still need to enter your logon or initials in the VLN field.

If any information on the TQ transaction is incorrect, run a TU transaction to update it. You only need to enter information in the fields that need to be updated: i.e., if only your phone number has changed, you only need to enter the new phone number.



SELF-AUDITS - ONE OPERATOR AGENCIES

I'M THE ONLY OPERATOR! HOW CAN I AUDIT MYSELF?



Many agencies audited by BCI are cited for not performing internal UCJIS audits. This leaves many one-operator agencies asking, "How can I perform an audit when I'm the only operator?"

There are many things a one-operator agency can do to perform internal audits. The operator should still check dissemination logs to make sure his/her login has not been compromised. (For instance, maybe someone called our Help Desk and pretended to be you, had your PIN and Password changed, and then ran all kinds of things with your logon!)

If another agency has access to your ORI (like a sheriff's office or a dispatch center) make sure they are not misusing your ORI.

Also, make sure you have all of your necessary forms, agreements, and contracts up to date. Have you sent us the yearly signed User Contract and the ORI Validation form? If you give information to another agency, do you have a current Non-Disclosure Agreement in place with them?

Have any unescorted service personnel (janitors, computer technicians) had their fingerprints sent to BCI for a background check?

Have any of the UCJIS policies and procedures changed in the past year? If so, how will these changes effect your agency's daily operations? How is your agency reacting to those changes? Are your internal policies and procedures current and adequate?

Has agency administration been advised of UCJIS issues that will effect your agency's day-to-day operations?

If you give UCJIS information to another agency, has that agency been trained on UCJIS issues, particularly privacy and security?

These are just some of the things you can do to perform an agency audit; even if you are a one-operator agency.

PERSONAL ID NUMBERS

TACs – do all of your operators know what their "Personal ID" number is?

OPERATORS - do you know what your "Personal ID" is? If not, please ask your TAC!

BCI requires that TACs assign a "Personal ID" to each UCJIS operator. This "Personal ID" is a security measure that the Help Desk uses to make sure that the operator on the other end of the line really is who he says he is!

The Personal ID should only be known by the TAC and the operator. Operators should not know the "Personal IDs" of other operators.

TACs can find out the Personal IDs of their operators by running the "REPT" transaction. To change an existing "Personal ID," please contact the Help Desk at 801-965-4446.

The BCI Help Desk reserves the right to refuse to assist any operator who does not know his/her Personal ID.

BCI began the "Personal ID" system after some users called the Help Desk and pretended to be someone else. (For instance, Jane Smith calls the Help Desk and says, "My name is Mary Jones and I can't remember my PIN and password. Can you reset them for me?" Jane Smith can now access UCJIS information under Mary Jones' login.)

Your agency may not want to use badge numbers as "Personal IDs", since most operators in an agency know everyone else's badge number.

UCR/IBR

WELCOME ABOARD!

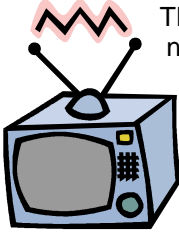
Congratulations to the Davis County Sheriff's Office, which is the latest Utah agency to become NIBRS certified!



Law enforcement agencies – have you sent in your 2005 Full Time Employees form yet? If not, please send the form in as soon as possible!

MISSING PERSONS

ENDANGERED PERSON ADVISORY



The Endangered Person Advisory is a new program designed to spread information quickly on a child or adult who is missing without clear proof of abduction.

A child missing under suspicious circumstances, a 19-year-old kidnap victim or an elderly Alzheimer's patient who is missing would all qualify for the new advisory.

An Endangered Person Advisory can be issued if a person is missing under suspicious circumstances, may be in danger because of age, health, mental or physical disabilities, or if public information could help find that person and the scenario does not meet Amber Alert criteria. That information is distributed in what is described as a "super-sized press release" to local media, law enforcement, ports of entry and businesses.

Criteria for the Endangered Person Advisory

- ✓ Is the person missing under suspicious circumstances?
- ✓ Is the person in danger because of age, health, mental or physical disability, environment or weather conditions or in the company of a potentially dangerous person?
- ✓ Is there information that could assist the public in the safe recovery of the missing person?
- ✓ Do the circumstances fail to meet the criteria for an AMBER Alert?

Procedures:

Law enforcement prepares an ATL or Broadcast Message for an Endangered Person Advisory, and then transmits it. Immediately following the transmission, dispatch contacts BCI to inform us of the advisory. When the broadcast message is received by BCI, the message is sent to all media within the state via e-mail. Law enforcement sensitive information is taken out of the advisory before it is sent to the media.

The media will then decide what to do with the information. This is an alternative for an agency faced with the decision of the AMBER alert or a

case that might need immediate media coverage. For information on the EPA, you can contact Gina McMahon at 801-965-4686 or e-mail her at gmcMahon@utah.gov

Here are some reasons why missing children face serious risks:

- ✓ A Washington state study on that 67% of child abduction homicides began as a missing person or runaway case.
- ✓ The Department of Justice statistics for 2004 indicate that 70% of missing children are endangered because of sexual or physical assault, criminal companions, drug use or they are under age 13.
- ✓ A recent questionnaire of Utah homeless youth found that 37% had been sexually assaulted and 50% had attempted suicide.

"The partnership between law enforcement and the media has proven to be a good one with the AMBER Alert. In the same way, the Endangered Person Advisory will let thousands of people know quickly that someone may be in harm's way," says Woods Cross Police Chief Paul Howard, who represents the Utah Police Chiefs Association for the Utah AMBER Alert Advisory Committee.

A slight change is also being made in the criteria for Utah AMBER Alerts. The alerts will only be issued for children under the age of 18. The original criteria included an individual with a proven mental or physical disability.



"Utah's criteria is now in line with what the Department of Justice recommends for AMBER Alerts. However, the Utah AMBER Alert Advisory Committee didn't want to make the change until the Endangered Person Advisory was up and running," says Paul Murphy, spokesperson for the Utah Attorney General's Office and Utah AMBER Alert Coordinator.

"Though it has been 23 years since Rachael's abduction, we still do not forget," says Elaine Runyan-Simmons, mother of Rachael Runyan. "We are still figuring out ways to find our missing children. The fight goes on!"

FORWARD NEWS ITEMS TO: B.C.I., FIELD SERVICES, 3888 W 5400 S, BOX 148280, SALT LAKE CITY UT 84114-8280

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